

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Business Development Specialist	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 33

**Definition:** To assist with the planning, coordinating and implementation of various economic development projects and programs within the City and to provide responsible technical and administrative support to the Economic Development Manager and other staff with respect to economic development.

**Distinguishing Characteristics:** Receives general direction from the Economic Development Manager.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Preparation and presentation of reports to the Downtown Committee and City Council.
2. Liaison with the Chamber of Commerce and Central Business District.
3. Preparation of the annual "Economic Development Highlights."
4. Managing contracts and consultants.
5. Working with brokers and businesses to facilitate business attraction and retention.
6. Managing the Downtown Parking Maintenance Assessment District.
7. Renewing annually the Downtown Business Improvement District.
8. Prepare media publications and promote economic development with the public through special publications and the website.
9. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of local land use planning, economic development, redevelopment, real estate financing; understanding of City government, structure and processes; possession of strong analytical and negotiation skills.

Ability to: Interpret and evaluate complex economic development and revitalization issues; ability to coordinate a variety of complex tasks and assignments simultaneously; excellent verbal and writing skills; skilled with computer programs; talent for networking and enjoying business development and community activities; ability to establish and maintain effective working relationships with local businesses, community groups, committees, advisory groups and other City departments; sense of humor; and knowledge of the community.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: A knowledge of local government principles, issues and processes is expected, and a minimum of three years experience in economic development is required. A bachelor's degree in economic development, business administration or a related field is required. A master's degree in these fields may be substituted for one year of required experience.

Established June 1987

Revised October 2004

CLASS SPECS

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